



FEDERAL ELECTION COMMISSION  
WASHINGTON, D.C. 20463

RQ-2

May 26, 2005

Joe Baca, Treasurer  
Friends of Joe Baca  
555 Capitol Mall Suite 1425  
Sacramento, CA 95814

Response Due Date:  
June 27, 2005

Identification Number: C00325449

Reference: April Quarterly Report (1/01/05 - 3/31/05)

Dear Mr. Baca:

This letter is prompted by the Commission's preliminary review of the report(s) referenced above. This notice requests information essential to full public disclosure of your federal election campaign finances. **An adequate response must be received at the Commission by the response date noted above.** An itemization of the information needed follows:

-Commission Regulations define the term "purpose" to mean a brief statement or description of why a disbursement was made. Examples are "dinner expense", "media", "salary", "polling", "travel", "party fees", "phone banks", "travel expenses", "travel expense reimbursement" and "catering costs". Examples of election day and voter registration activity include "exit polling", "door-to-door get out the vote", "get out the vote phone calls" and "driving voters to the polls". Unacceptable descriptions, which require additional clarification, include but are not limited to "advance", "consulting", "commission", "contract labor", "retainer", "election day expense", "expenses", "invoice", "support", "expense reimbursement", "miscellaneous", "professional services", "get-out-the-vote", "voter registration", etc. (11 CFR §104.3(b)(4)(A)) In addition, purposes such as **"fundraising entertainment"** when disbursed to an individual are unacceptable. Such expenses appear to be reimbursements and should include memo entries disclosing the name and address of the original vendor, as well as the date, amount and purpose of the original purchase. (11 CFR §104.3(b)(4)(A)) Please amend Schedule B of your report to correct the descriptions that do not meet the requirements of the Regulations.

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